

## MEMORANDUM

**DATE:** March 22, 2005

**TO:** Elevator Industry

**FROM:** Larry Swaziek and Rick Merkle  
608/267-7701 608/266-3037

**SUBJECT:** Application, Testing and Inspection Procedures Relating to  
the Elevator Code that became effective April 1, 2004

Almost a year has gone by already and we would like to bring you up to speed on the code requirements relating to inspections and testing. You may recall that we have had, since the code change took place, a summary of the code changes on our website [www.commerce.wi.gov/SB](http://www.commerce.wi.gov/SB). If you have not reviewed them yet please feel free to visit the Elevator Program page link at this website. Included on the program page was information on testing and sealing of hydraulic control valves, testing of below ground cylinders, product approval requirements, etc.

This elevator program page has been updated recently and we would like to summarize/explain these updates in this memo to you.

### Explanatory Material for Elevator Contractors

#### **Testing of below ground cylinders.**

This explains when testing of below ground cylinders has to be done.

How is this being enforced? Beginning April 1, 2004 the elevator inspectors have noted on the inspection report that, for those cylinders that have not been tested, the tests will have to be completed prior to the next scheduled inspection. If the test is not performed before the next anniversary date, the PTO will be held until the below ground cylinder has been appropriately tested in accordance with the procedures set forth in the document. For example, if the annual inspection were performed on August 1, 2004 the test would have to be done prior to the next scheduled annual inspection of August 1, 2005.

#### **Testing, inspections and sealing of hydraulic elevator control valves.**

This document explains the procedures that must be followed when replacing, altering, or sealing a valve that has not previously been sealed, if required. Please note that the department will not be sealing or providing seals any more. It will be the responsibility of the elevator company or person sealing the valve to provide their own wire seals. As mentioned in the document on sealing, it is recommended that the company or person provide a seal with a clear identifying company mark instead of a generic lead seal.

How is this being enforced? Up to this point the elevator inspectors have noted on the inspection report that, for those valves that require seals and are not sealed, the valves will have to be sealed prior to the next scheduled inspection. If it is not sealed the PTO will be held until the valve has been appropriately tested and sealed in accordance with the procedures set forth in the document. Effective April 1, 2005 if the valve is not sealed the PTO will not be released and noted as such on the inspection report.

### **Emergency Telephones in Passenger Elevators and Vertical Platform Lifts**

The documents explain when and what type of communication is needed between an occupant trapped in an elevator and emergency personnel located outside that elevator. One document explains the needs for an elevator that travels 60 feet or more and the other for an elevator or lift that travels less than 60 feet.

### **Escalator skirt/step performance index**

This document gives the testing parameters for the skirt/step performance. Since this testing is covered under section 8.6 maintenance this applies to existing as well as new escalators. Beginning April 1, 2004 the elevator inspectors have noted on the inspection report that, for those cylinders that have not been tested, the tests will have to be completed prior to the next scheduled inspection. If the test is not performed before the next anniversary date, the PTO will be held until the below ground cylinder has been appropriately tested in accordance with the procedures set forth in the document. For example, if the annual inspection were performed on August 1, 2004 the test would have to be done prior to the next scheduled annual inspection of August 1, 2005.

### **Location of Escalator skirt deflector devices**

This document specifies the height limitations of skirt deflector devices when installed on an escalator. Be advised that, if this device is installed on an existing escalator, it must be installed in accordance with the provisions of A17.1-2000 and these provisions.

### **Maintenance records**

This document explains the department's position on when, where and in what format maintenance records must be provided. With the adoption of the 2000 edition of A17.1 maintenance section 8.6 applies to existing as well as new elevators. The need for this record is also enhanced under s. Comm 18.1008 (3) that states "A maintenance record as specified in ASME A17.1 section 8.6.1.4 shall be made available to the inspector upon request."

### **Runby**

This document also notes that the allowance for runby of less than 6" to be retroactively applied to existing elevators.

## **Handouts for Elevator Contractors.**

### **NFPA 72 and Elevators**

This document lays out the wiring requirements for initiating devices and alarm systems that serve the elevator's recall system.

### **Elevator Inspection Checklist.**

This document is a must for the coordination of activity for all contractors affected upon the installation of elevators. The department highly recommends that you use this tool so the elevator and its systems are ready for inspection.

### **Building-Elevator Code Coordination: Examples of Sprinkler, Smoke Heat Detector Location.**

This has been updated to include additional installation examples, 4b and 4c, for elevators with the drive machine at the top and bottom of the hoistway, respectively.

### **Forms**

To complement the requirements set forth above for testing of hydraulic control valves and escalator skirt/step index the department has developed forms that must be filled out and submitted to the department when the required test is performed. These forms are Periodic Hydraulic Elevator Test SBD-3E and Periodic Escalator Test SBD-6E, respectively.

Please take time to review the elevator program and form pages on a regular basis. We would also suggest that you sign up for the elevator e-mail list. As a member of this list you will get updates on changes that affect the elevator program. You may sign up for this by accessing the S&B home page at [www.commerce.wi.gov/SB](http://www.commerce.wi.gov/SB). Click on "Sign-up to receive [email messages](#) about specific S&B programs" in the "third" paragraph.

We hope this information will be helpful. If you have any questions please feel free to contact Dan Meneguini, Section Chief at 608-266-0056 or me.